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| Position Title: | Human Resources Director | Grade Level: | N/A |
| Department | Human Resources | Date: | March 4, 2015 |
| Reports to: | School Superintendent & Town Administrator | FLSA Status | Exempt |

This position is responsible for providing Human Resources support to both Town and School Department employees. This includes direction and management of all aspects of human resources administration in accordance with applicable federal and state laws, Town By-laws and policies; reviews, evaluates and makes recommendations to the Town Administrator and Superintendent of Schools on a wide-variety of issues; performs administrative, planning and coordination duties on various functions including, but not limited to, human resources, labor relations, employee benefits, insurance, budgets, talent development, performance management, educational practices and processes, and special projects; serves as a member of the senior leadership team along with the Town Administrator, Superintendent of Schools and Finance Director/Town Accountant; assists the Town Administrator and Superintendent of Schools as assigned, usually on a project basis.

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; attends School Committee and Board of Selectmen meetings as required; attends other Town Board and Commission meetings and forums as necessary. Operates personal computer and standard office equipment such as copier, facsimile machine, etc.

Essential Functions:

- The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Directs and administers all human resources functions for all personnel, including but not limited to, wage and salary administration, position descriptions and job classifications, collective bargaining negotiation and administration, policy administration, grievance procedure administration, program administration, performance evaluations and fringe benefit oversight which includes school employees benefits on specific items; oversees the maintenance of the personnel database and centralized personnel files
- Serves as the contact person for matters related to workplace violence, harassment and unusual situations that are or could be disruptive to a Department's optimal operations.
- Develops recruitment procedures and directs recruitment efforts; advertises and posts vacancies; reviews applications and screens for entrance requirements; interviews candidates; makes recommendations to hiring authorities in accordance with established guidelines; ensures legal compliance.

- Develops procedures for and oversees orientation of new employees; maintains and revises Employee Handbook.
- Conducts exit interviews with departing employees; uses information to improve the operation, organization and culture of the individual department, administrative policies and the Town as a whole.
- Develops, conducts or provides for training for Town officials and employees as needed in federal, state and local statutes, policies and by-laws related to human resources issues; develops training topics and conducts training for the professional development of the staff; serves as the Town's representative in a municipal training group.
- Administers workers' compensation, MGL C.41, §111F compensation and unemployment compensation for the Town and School Department; in conjunction with the Finance Director/Town Accountant and Town Treasurer administers, selects and monitors employee benefits plans.
- Drafts decisions, writes letters and other correspondence to include warrant articles, annual reports, budgets, collective bargaining contracts, grievance decisions and memorandum of agreements; reviews salary portion of the annual operating budget.
- Maintains and disposes of departmental records in accordance with Massachusetts Public Records Laws.
- Develops and maintains Human Resources webpage on the official Town of Grafton Website; which will provide information on all aspects of human resources as well as job postings and hiring procedures.
- Perform all payroll data entry, including setup of deductions, direct deposit, and contributions
- Insurance: Manage employee and retiree enrollments in all eligible benefit plans and establish annual open enrollment periods Update for all employee status changes Manage all workers' compensation claims
- Retirement: Manage enrollments and percentage contributions in MA Teachers and Worcester County systems, Update for all employee status changes, Facilitate retirement applications with employees
- Composes documents (e.g. correspondence, agenda, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Coordinates district compliance with teacher and administrator licensure, re-licensure and waiver requests; Fair Labor Standards Act (FLSA); Family Medical Leave Act (FMLA); American with Disabilities Act (ADA); Massachusetts Teachers' Retirement System (MTRS); Criminal Offender Records Inquiry (CORI); fingerprinting; Workers' Compensation and other applicable laws and regulations.
- Develops and maintains the school district employee handbook, personnel procedures manual, and school employee job descriptions.
- Assists with financial analysis in support of budget development, budget tracking, and collective bargaining strategy.
- Oversees maintenance of accurate and complete personnel records to meet state and federal regulatory compliance; ensures that rules concerning confidentiality and retention are followed.

- Coordinates a uniform hiring criteria protocol, screening protocol, background check processes and maintenance of application materials. Manages position openings and evaluates documentation (e.g. employment verification forms, applications, salary schedules, changes in employment status, licensure renewals, etc.) in conformance with collective bargaining agreements, district policies and state requirements.
- Maintains a variety of employment files and records, compiling pertinent employee information for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements. Compiles all salary and benefit information (pay assignments, miscellaneous payrolls, longevity, sick leave buyback, etc.) for the purpose of ensuring timely and accurate employee paychecks. Prepares reports and statistical analysis of hiring and payroll data.
- Analyzes and responds to salary surveys and similar inquiries.
Attends training, seminars and courses to keep up to date in the personnel and human resources field. Maintain active membership and participation in professional associations

Knowledge, Skills, Abilities:

- Working knowledge of human resources principles, practices, and methods as applicable to a municipal.
- Thorough knowledge of all applicable federal and state statutes, and regulations affecting human resource activities
- Ability to exercise a high degree of diplomacy and judgment to influence all types of persons
- Ability to communicate effectively both orally and in writing
- Ability to work with all levels of the organization
- Ability to identify goals and objectives and organize workload
- Ability to prepare and review budgets
- Ability to administer and interpret regulations, policies and procedures firmly, tactfully, and impartially, while maintaining flexibility to compromise and reach consensus.
- Ability to handle sensitive issues discreetly
- High level of skill in the operation of personal computers and office equipment
- Excellent interpersonal skills
- Professional Appearance

Education and Experience:

- Must possess a minimum of a Bachelor's degree in business or a human resources related field, Master's degree preferred
- Must have a minimum of four years experience in personnel or human resources administration with at least two years of supervisory experience
- Experience in public sector, particularly municipal or school district, preferred